

Director, Budget Management Office

Tennessee Department of Health, Division of Administrative Services

Salary Range: \$71,808 to \$93,348

The Tennessee Department of Health's (TDH) Division of Administrative Services (DAS) is seeking a Director for its Budget Management Office. This executive service position reports directly to the Assistant Commissioner of the Division of Administrative Services and serves as the department's Chief Budget Officer. This position directs the department's statewide budget planning, estimation, preparation, submission, and oversight, as well as, leads fiscal note preparation and submission for all proposed legislation that is assigned to the department during the State Legislature's General Session. Responsibilities include the supervision of ten employees, notably the direct supervision of two employees (Assistant Director and the Director of Grant & Enterprise Project Budget Planning) and the indirect supervision eight indirect reports.

TDH operates on average according to a \$590M budget comprised of \$190M in state appropriated funds, \$240M in federal funds, and \$160M in revenue generated from other sources. The position serves as the primary liaison for all business activity conducted between the Department of Health and the Department of Finance & Administration's Division of Budget, Tennessee General Assembly's Office of Legislative Budget Analysis and Finance, Ways, and Means Committee of the House of Representatives and Senate. This position must possess subject matter expertise in federal, state, and departmental policy and procedure governing the state appropriation request process, capital budget request process, legislative fiscal Note process, grant budget, application submission, federal financial accountability and transparency processes.

This position serves to engage the directors of Operational & Legislative Budgeting and Grant & Enterprise Project Budget Planning in continuous improvement. This position must assist the department's senior and executive leadership in achieving optimum budget planning, execution, and accountability, while facilitating improved communication among the state's departments involved in the budget process.

Responsibilities include:

- Supervising the day-to-day operations of the Budget Management Office which includes reviewing/approving grant applications, enterprise projects budget plans, and contract budgets; checking the budget availability and detail for purchasing; reviewing/approving the budget for in-state travel requests; creating monthly spending reports and variance report; submitting monthly federal transparency and accountability act (FFATA) reports
- Regularly responding to legislative inquiries regarding how the Tennessee Department of Health approaches to funding and spending
- Participating in the department's weekly Legislative Meetings to review proposed legislation impacting the Tennessee Department of Health and provide technical assistance regarding the anticipated financial impact of proposed legislation on the Tennessee Department of Health.
- Each month, monitoring the revenue collection and expenditure of fee revenue and dedicated state funds that are expressed in statute to ensure that funds are being spent in alignment with statutory authority and legislative intent, and that remaining funds are reverted or carried forward as appropriate.

Education and Experience:

- At minimum, graduation from an accredited college or university with a Bachelor's Degree in Business Administration, as well as, three years of professional full-time experience in administering the full

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budget cycle including budget planning, estimation, preparation, execution, and oversight within the Tennessee State Government budget process

Interested applicants should submit a resume to:

Darla Powell, Director

Human Resources & Records Management

Division of Administrative Services (DAS)

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